

[? Help](#)**Job details**

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Benefits Information **Represented Employees**
 • Cafeteria Benefit Plan • Defined Contribution Retirement Plan •
 Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous
 Vacation and Sick Leave Benefits • Flexible Work Schedules

Position/Program Information Performs probation work at the professional level by investigating adults and juveniles accused or convicted of law violations, recommending sanctions to the courts, supervising adult and juvenile probationers, enforcing court orders, incarcerating delinquents, and implementing programs designed to reduce crime and protect the rights of victims. Positions in this journey-level class report to a Supervising Deputy Probation Officer, carry a caseload, perform the more complex and difficult tasks, and are responsible for making probation recommendations to the court on adult and juvenile offenders and supervising adult or juvenile offenders placed on probation. In addition, positions of this class are characterized by a variety of special assignments including placement officer, specialized gang supervision officer and intercept officer. Incumbents must exercise a knowledge of probation casework; Federal, State and local statutes relating to probation work; functions and procedures of Municipal and Superior Courts as they relate to probation; and departmental policies and procedures. Incumbents must possess the ability and skill to communicate adequately, write clear and concise reports with logical and legal recommendations, and establish and maintain effective working relationships with clients, probation staff, court and law enforcement personnel, and community groups.

Essential Job Functions

- Investigates and evaluates cases of adults or juveniles referred to the Probation Department, considering such factors as the present offense, the offender's prior record, and social history.
- Prepares reports and recommendations for use by the court in making dispositions of adult or juvenile cases, and may appear in court to provide information regarding recommendations.
- Plans and monitors supervision programs designed to enable probationers to assume responsibility for their behavior and to comply with conditions of probation.
- Develops and utilizes community resources for probationers.

- Implements the Probation Department's foster home or institutional placement program including recruiting, investigating and supervising operators of foster homes; evaluating and providing information regarding the staff and program of placement institutions; and acting as liaison between probation officers and institutional placement staff.
- Acts as intake officer by conducting interviews of juveniles in police custody to determine if they should be detained or released and by counseling juveniles and their families regarding the kinds of probation or community service best suited for their needs.
- Protects the rights of victims by notifying them of scheduled court hearings, referring them to agencies for assistance, and establishing restitution payment schedules.
- Performs probation services such as screening requests for petitions, conducting initial intake or extension interviews, and referring appropriate petition requests to the District Attorney.
- Supervises adults and juveniles placed on probation by the Court; establishes payment schedules for fines, restitution and other payments; instructs probationers regarding the terms and conditions of the probationary period.
- Monitors probationer's compliance with the terms and conditions of probation, evaluates the seriousness of probation violations, and recommends action by the Court when the probationer violates the law or terms of probation.

Requirements**Minimum Requirements:**

A Bachelor's degree from an accredited* college or university; **-AND-** either:

Option I: Two years of experience as a Deputy Probation Officer I, Senior Detention Services Officer, Transportation Deputy, Probation, or Senior Investigator Aid, Probation, in the service of Los Angeles County;

-or-

Option II: Three years of experience as a peace officer in probation, parole, corrections, or other law enforcement field at the level of Los Angeles County's classes of *Deputy Probation Officer I, **Senior Detention Services Officer, ***Transportation Deputy, Probation, or ****Senior Investigator Aid, Probation, with at least six months of experience conducting complete field investigations or full responsibility for supervising either adult or juvenile probationers.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's and/or school seal to the application at the time of filing.

**APPLICANTS WILL HAVE TO SATISFY THE FOLLOWING
REQUIREMENTS FOR PEACE OFFICER STATUS:**

- **No Felony Convictions**
- **U.S. Citizenship**
- **21 years of age, at the time of application**

Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.

In the service of LA County, a Deputy Probation Officer I is defined as:

* Under close supervision, assists in and learns to perform professional level probation officer work related to the investigation and supervision of adults or juveniles accused of or convicted of law violations. -or- Performs probation work under close supervision, assisting in and learning to perform the work of professional level probation officers involved in the care and treatment of juvenile offenders placed in either a Probation Department residential treatment facility or a detention services facility.

In the service of LA County, Senior Detention Services Officer is defined as:

** Leads and participates in the work of lower level detention services staff who supervise juveniles in a living unit or other section of a Probation facility maintained for their care and custody.

In the service of LA County, Transportation Deputy, Probation is defined as:

*** Assumes responsibility for the custody and welfare of delinquent and non-delinquent juvenile court wards for the purpose of transporting them by automobile, bus, train, or airplane to courts, juvenile halls, clinics, hospitals, foster homes and to other jurisdictions including those in other states.

In the service of LA County, a Senior Investigator Aid, Probation is defined as:

**** Serves as a team leader in the Pretrial Services Division Programs such as Bail Deviation, Own Recognizance, Pretrial Supervision, Electronic Monitoring, Early Disposition or Drug Court.

Accreditation Information

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of a qualifying written test (Probation Officer) developed and validated by the California Department of Corrections and Rehabilitation (CDCR) and an Oral Interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

Applicants who meet the following criteria are not required to participate in the written test:

A) Applicants who have been employed with the Los Angeles County Probation Department in a Peace Office capacity prior to July 1, 1987.

B) Applicants that have previously taken the California Corrections Standards Authority Probation Officer written test (utilized as of September 2004) as part of an exam administered by the County of Los Angeles Probation Department and successfully passed (received a passing score) will have their written test result reviewed to determine if it can be transferred to this examination. Written test results/scores from the former Juvenile Correction Officer (administered prior to September 2004) test cannot be transferred.

C) Applicants employed with the Los Angeles County Probation

Department currently working in a Peace Officer capacity as a Deputy Probation Officer I, Field for at least one year.

Only those applicants who pass the written test will proceed to the oral interview.

Applicants that have taken and passed the oral interview for Deputy Probation Officer II, Field (F8607N) examination within one year from the date of application submission to this exam will have their oral interview score automatically transferred to this exam.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

The written test is not reviewable by candidates per Civil Service Rule 7.19.

RETAKE: Applicants that fail to receive a passing score on either the written test or oral interview may NOT compete in this examination for six (6) months from the date of the failed test. The written test retake requirement does not apply to applicants that meet a written test exemption requirement.

**Special
Information**

A thorough background investigation, including Live Scan and drug screening test will be conducted prior to appointment. The Department may conduct a polygraph test.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Probation Department.

**Eligibility
Information**

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months, following the date of promulgation.

Available Shift

Any

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. Facsimile and hardcopy applications will not be accepted.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications can be completed and submitted online by clicking on the link above this bulletin that reads Apply to Job so you can track the status of your application online and receive notification of your progress by e-mail.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination may close for filing at any time without prior notice.

Note: If you are unable to attach required documents, you may fax them to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

GENERAL EXAMINATION INFORMATION

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Hugo Vasquez

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Job Field Public Safety/Law Enforcement/Probation
Job Type Professional

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